

SunPac LEA Address Mapping

Each address created within the NC E-Procurement Service is assigned a unique name by the system. This address unique name must be mapped to the corresponding address in SunPac. In addition, the SunPac address code must be mapped back into the E-Procurement address. Both of these steps must be completed in order for eRequisitions to successfully process through both systems. This process was completed by the E-Procurement team for each address during the LEA E-Procurement implementation. This mapping process will need to be completed for all new addresses as they are added to the NC E-Procurement Service.

1.0 Locating an Existing E-Procurement Address Unique Name



1. Select the 'eForm' link from the Shortcut Menu on the E-Procurement homepage.

The screenshot shows the 'Create Request Using Company eForm' page. At the top, there are navigation links: Home, Help, and Logout. Below these are 'Preferences', 'Toggle Tips', and 'Toggle Currency'. The main heading is 'Create Request Using Company eForm'. A message states: 'eForms are provided by your company. Select or search for a form to use to create your request.' There is a 'How To' link. Below this is a search bar with a 'Search' button. A table lists available eForms:

Name	Description
AddressMaintenance	
PasswordChange	
UserMaintenance	

The 'AddressMaintenance' link is circled with a dashed line.

2. Select the '**AddressMaintenance**' link.

The screenshot shows the 'AddressMaintenance' form. On the left is a sidebar with steps: 1 Title, 2 Complete Form, and 3 Summary. The main heading is 'AddressMaintenance'. Below it is a section '1 Add Title' with the text 'Enter a title.' and a 'How To' link. A text box contains 'Untitled AddressMaintenance'. Below this is a 'Select Maintenance Mode:' dropdown menu. The dropdown is open, showing options: 'Select a Value', 'Update', 'Add', and 'Delete'. The 'Update' option is circled with a dashed line. At the bottom right, there are navigation buttons: '< Prev', 'Next >', and 'Exit'. The 'Next >' button is circled with a dashed line.

3. **Title** – It is not necessary to enter a title, as this request will not be submitted.
4. **Select Maintenance Mode** – Select the appropriate type of address maintenance to perform. To locate an address unique name, select '**Update.**'
5. Click '**Next.**'

6. Locate the address using the **'Address'** dropdown box. If the address does not appear in the dropdown box, select **'Other...'** to locate the address.
7. Click **'Next.'**

8. Make note of the **'Unique Name'** as this value will be mapped into SunPac as the EP Ship-to Code or EP Bill-to Code.

2.0 Entering Address Unique Name Values into SunPac

Once located, the NC E-Procurement address unique name should be entered on the address record in the SunPac system file. Depending on the address type, the unique name should be entered either in the 'EP Ship-To Code' or 'EP Bill-To Code' field. User should also make note of the SunPac Ship-To Code and/or Bill-To Code to map back into the E-Procurement 'Address ID' field.

Ship-To Code Mapping:

SunPac Financials System File Inquiry / Update Rev 5.99 FY:4 ADM:ADM

Type: B Key Format: SHIPTO UPDATE

Ship Code: 322 PD Type: PO (PO/WH/FS)

Ship-To: EDGEcombe CO. SCHOOLS

Addr: EDGEcombe CO. SCHOOLS 412 PEARL STREET

City: TORRORO

State: NC Zip: 27986

EP Registered Value? Y EP Ship-To Code: 417

F1-Next F2-Prev F3-Exit F23-Delete

Note the 'Ship Code' for entering in the E-Procurement 'Address ID' field.

Enter 'Unique Name' from E-Procurement into the 'EP Ship-To Code' field.

Bill-To Code Mapping:

SunPac Financials System File Inquiry / Update Rev 6.02 FY:6 ADM:290

** for future use **

Type: B Key Format: BILLTO

Bill-To Code: 000 Type: AP

Bill-To: DAVIDSON COUNTY SCHOOLS

Addr: PO BOX 2057

City: LEXINGTON

State: NC Zip: ZIP:

EP Bill-To Code: 4173

Message 1: BILL TO MESSAGE 1

Message 2: BILL TO MESSAGE 2

Print On PO? N

Note the 'Bill-To Code' for entering in the E-Procurement 'Address ID' field

Enter 'Unique Name' from E-Procurement into the 'EP Bill-To Code' field.

3.0 Entering SunPac Address Code in E-Procurement

The screenshot shows the 'AddressMaintenance' form in the E-Procurement system. The form is titled 'AD82A29: Untitled AddressMaintenance'. The left sidebar shows three steps: '1 Title', '2 Complete Form' (highlighted), and '3 Summary'. The main content area is titled '2 Complete Form' and 'AddressMaintenance'. It contains a 'Provide the requested information.' instruction and a 'How To' link. Below this is a section titled 'Complete Form - AddressMaintenance' with various input fields: 'Entity' (LLEN), 'Address ID' (highlighted with a dashed circle), 'Unique Name' (A029ivm.q), 'Name' (Test Address), 'Line 1' (101 Main Street), 'Line 2', 'Line 3', 'City' (Sanford), 'State' (NC), 'Postal Code' (27330), 'Country' (United States), 'Phone', and 'Email Address'. The 'Next >' button in the top right corner is also highlighted with a dashed circle.

Note: Users must be in an AddressMaintenance **update** eForm to enter the SunPac address code.

9. Enter the SunPac address code in the '**Address ID**' field in E-Procurement.

10. Click '**Next.**'

11. Review the entered information and '**Submit**' the changes.